



Health Unit Teaching Kitchen User Guide

North Bay Parry Sound District
Health Unit

Bureau de santé
du district de North Bay-Parry Sound

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Purpose of the Teaching Kitchen

The primary purpose of the Health Unit Teaching Kitchen is to provide space for food literacy and food safety programming geared to priority populations and community groups.

Booking

- Please request to use the Teaching Kitchen at least 30 days prior to the event. Booking will be based on availability.
- The space can be booked between 8:30 a.m. and 4:30 p.m., Monday to Friday, with the possibility of weekday evening bookings.
- Community partners must complete the Teaching Kitchen Facility Use Application and Agreement prior to use.
- Proof of liability insurance, with the Health Unit named as additional insured, is required where Health Unit staff are not present in the Teaching Kitchen and/or it is solely a community partner's event.
- At least one staff member or community partner leading food literacy programming in the Teaching Kitchen is required to complete the Safe Food Handler's certification.

Usage

- Use of the facility is not permitted for the purpose of a group or individual to generate a profit, prepare food and/or beverages to sell, or for private functions.
- A primary contact person at the health unit will be established to provide support should any challenges arise during usage.



User Checklist

- The staff member and/or community partner responsible for leading the food literacy programming must fill out and sign the Teaching Kitchen User Checklist each time the space is used and place it in the log binder in the kitchen.
- Please note any issues, challenges, or repairs that arise during usage.

Appendix A

Teaching Kitchen User Checklist

Purpose

The purpose of this checklist is to ensure that all users of the Teaching Kitchen know and follow the correct policies and procedures, and leave it in a clean and sanitary manner following their activity. The staff member and/or community partner responsible for leading the food literacy activity must complete and sign this checklist each time the space is used. A staff member must review and sign the checklist, then place it in the log binder in the kitchen for future reference.

Name: _____ Date and Time: _____

User Checklist for Maintaining the Kitchen

Prior to Use of Kitchen

- Staff member or community partner leading the food literacy activity has reviewed the policies and procedures in the Teaching Kitchen User Guide.
- Everyone who enters the kitchen must wash their hands in the hand washing sink, confine their hair, and put on an apron before preparing food.
- Staff member or community partner has been oriented to the kitchen, shown how to use the fire suppression system, the emergency response help button, and has reviewed Code Green.

Following Use of Kitchen

- Countertops are cleaned and sanitized.
- Stove, oven, microwave and refrigerator are cleaned and sanitized. All stainless steel appliances are cleaned with a stainless steel cleaner following the sanitizing solution.
- Refrigerator is cleared of any excess food items. Any food items stored in refrigerator/freezer to be labeled with a program name and date. Discard any expired foods.
- Dishwasher is empty and all dishes and pots, pans, and utensils are returned to the proper storage place. The dishwasher is sanitized, drained according to the posted instructions and turned off.
- Kitchen floor is swept and mopped.
- Soiled dishcloths, dishtowels, and aprons are placed in laundry hamper.
- All food supplies and equipment are returned to their proper places.
- If the compost pail has been used, contents are emptied in the composting barrel located near the garden beds at the back of the parking lot.

Please note any issues, challenges, or repairs that arose during usage:

Staff Signature:

Community Partner Signature (if applicable):

Important Considerations

- Hair must be tied back or hairnet used (elastics and hairnets supplied in kitchen).
- Participants who are sick should not use the kitchen.
- Ensure participants respect each other and the use of the kitchen.
- Make sure you are aware of any food allergies prior to the cooking session.
- Ask participants to bring containers to take food home in.
- The kitchen must return to the condition in which you received it.

Appropriate Kitchen Attire

- Wear secure and well-fitted footwear, with slip-resistant soles, and low to moderate heels (2-5 cm in height). The toes and heels must be covered, and shoe material must be durable and impermeable to protect from sharp objects. It is not appropriate to wear sandals, crocs, or other shoes with open toes or high heels in the Teaching Kitchen.
- Wear clean and properly fitted clothing. Tuck in loose materials to avoid getting them caught.
- Wear oven mitts when handling hot utensils and equipment.
- Aprons are available for use in the kitchen.



Food Supplies

The following ingredients are available for use in the pantry.

Herbs and Spices

- All Spice
- Basil
- Bay Leaves
- Cayenne Pepper
- Chili Powder
- Cinnamon
- Coriander
- Cumin
- Curry
- Dill
- Garlic Powder
- Ginger
- Italian Seasoning
- Nutmeg
- Onion Powder
- Oregano
- Paprika
- Parsley
- Pepper
- Rosemary
- Salt
- Thyme
- Turmeric



Baking

- Baking Powder
- Baking Soda
- Basmati Rice
- Bread Crumbs
- Cocoa Powder
- Cornmeal
- Cornstarch
- Dried Cranberries
- Flour (white and whole wheat)
- Oat Bran
- Oatmeal (Quick and Large Flake)
- Raisins
- Sugar (white, brown, and powdered)
- Vanilla
- Wheat Bran
- Yeast

Oils and Vinegars

- Canola Oil
- Cooking Spray
- Margarine
- Olive Oil
- Soy Sauce
- Vinegar (white, balsamic, red wine, rice, apple cider)

Food Storage

- Aluminum Foil
- Freezer Bags (various sizes)
- Parchment Paper
- Plastic Wrap

Other

- Coffee (decaf and regular)
- Assorted Teas
- Food Colouring & Sprinkles

Sauces and Condiments

- Franks Red Hot Sauce
- Honey
- Jam
- Ketchup
- Mayonnaise
- Mustard (Regular, Dijon, and Honey Mustard)
- Peanut Butter
- Relish
- Tabasco Sauce
- Worcestershire Sauce

***Any additional ingredients that are brought in for your food skills programming must be taken with you at the end of the session.**

Kitchen Equipment Inventory

Dinnerware

- Bowls, dinner plates and sandwich plates
- Children's cups, bowls, plates, and spoons
- Sippy cups
- Clear glass water jugs
- Cutlery
- Glasses and mugs
- Milk jugs
- Small creamer
- Sugar bowl
- Tea pot

Bowls and Storage

- Assorted clear glass mixing bowls with lids
- Large metal bowls

Pots and Pans

- 32 quart stock pan
- Casserole dishes with lids
- Cookie sheets
- Frying/sauce pans
- Large metal wok
- Loaf pans
- Muffin tins
- Stainless steel pots
- Trivets

Cookware

- Cheese graters
- Collapsible colanders
- Cooling racks
- Dry measuring cups
- Large plastic cutting boards
- Liquid glass measuring cups
- Measuring spoons
- Sieve

Cookware Utensils

- Assorted kitchen knives
- Can openers
- Garlic press
- Metal potato masher
- Metal scoop
- Ladles
- Metal tongs
- Pasta grabber
- Pastry cutters
- Pizza cutter
- Plastic lifters
- Plastic spatulas
- Rolling pins
- Salad spinner
- Silicone pastry brush
- Slotted spoon
- Vegetable peelers
- Wire whisks
- Wooden spoons

Appliances

- 12 cup coffee maker
- Blender
- Food processor
- Hand mixer with beaters
- Immersion blender
- Kettle
- Microwave
- Slow cooker
- Toaster
- Stand Mixer
- Waffle Maker
- Spiralizer
- Water Infuser

Miscellaneous

- Aprons
- Cooking thermometers (digital)
- Extension cords
- Fridge and freezer thermometer
- Scissors
- Wood Skewers
- Silicone oven mitts
- Tea towels and dish cloths
- Timers
- Hair Nets
- Hair Elastics

Food Safety

It is required that at least one person leading the food literacy programming in the Teaching Kitchen has their Safe Food Handler Certification.

Wash

- Wash hands with warm soapy water before preparing and eating food. Hand sanitizer should only be used when participating in non-food related activities.
- Wash fruits and vegetables to remove soil.
- Wash and sanitize countertops, cutting boards, and utensils between tasks.

Separate

- Bag raw meats separately from other foods when shopping.
- Store raw meats on plates in the bottom of the fridge so juices won't drip onto other foods.
- Use separate cutting boards for raw meats and other foods. Use the provided brown cutting boards for meat and white cutting boards for all other foods. Ensure cutting boards are properly cleaned and sanitized following use.

Cook

- Cook or reheat foods to recommended temperatures (see chart below), and check with a probe thermometer.
- Microwaves can be used for cooking, however they can leave cold spots. Cover foods as steam aids in even heating.

Chill

- Bacteria like to grow in a temperature range between 60°C (140°F) and 4°C (40°F). Chill cooked foods quickly to limit time in this range and to limit bacterial growth.
- Speed up cooling by dividing leftovers into smaller portions.

Product	Temperature
Whole Poultry	82°C / 180°F
Food mixtures containing poultry, egg, meat, fish or other hazardous food	74°C / 165°F
Poultry pieces and ground poultry	74°C / 165°F
Pork and Pork Products	71°C / 160°F
Ground meat (other than ground poultry)	71°C / 160°F
Fish	70°C / 158°F

Hot Holding 60°C/140°F or hotter

Cold Holding 4°C/40°F or colder

Re-Heating 74°C/165°F or hotter

Minimum Internal Cooking Temperatures

For More Information:
705-474-1400 • 1-800-563-2808

North Bay Parry Sound District Health Unit

Dishwashing

Dishwashing Using Three Compartment Sink

DISHWASHING PROCEDURE

SINK 1	SINK 2	SINK 3	AIR DRY
WASHING	RINSING	SANITIZING	
In hot, soapy water	Hot, clear water over 43°C (110°F)	At least 45 seconds in hot, clear water over 24°C (75°F) with sanitizer: Quat = 200 ppm, Chlorine = 100 ppm, Iodine = 25 ppm (e.g., 30 ml (1 oz) household chlorine bleach per 13.5 L (3 gallons) of water)	✓
		ALWAYS test sanitizer strength with test strips	



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Dishwashing Using Commercial Dishwasher

The instructions for using the commercial dishwasher are posted above the dishwasher in the Teaching Kitchen. Please note that the dishwasher takes 15-20 minutes to warm up so it is best to turn it on when you start your programming.

Safety

General

- Use proper lifting and handling methods including using trolleys and trays instead of carrying armfuls of items.
- Ensure that spills are cleaned up immediately. See Code Brown Emergency Response Plan posted in the kitchen.
- Use kitchen equipment and utensils safely.
- Ensure exits are unobstructed; passageways and work areas are uncluttered.
- Ensure there is adequate lighting.
- Make sure you know how to use the commercial dishwasher prior to use.

Preventing Burns

- Always assume pot and pan handles are hot.
- Ensure pot and pan handles are not sticking out into traffic.
- Place items into a hot frying pan away from your body.
- Lift lids away from your body, to let steam escape safely.
- Have a clear path and plan before removing a hot pot or pan.
- Always warn people when you are walking behind them with a hot pan.
- Wear oven mitts when handling hot utensils and equipment.

Preventing Cuts

- Hold the knife firmly with your dominant hand.
- Keep your other hand out of the way. Use 'the claw' – make a claw shape with your fingers with the hand holding the food.
- Concentrate on your task while a knife is in your hand. Keep your eyes on what you are cutting.
- Never point your knife at someone or in a general direction.
- Always use a cutting board. Put a clean, damp cloth under the cutting board to keep it from sliding around.
- Never put knives in a sink full of water. Always keep your hand on the handle; wash, dry and then put away immediately.
- Keep your knives sharp. Sharp knives are safer than dull ones. They require less pressure and force to make cuts, which reduces slipping.
- Cut round or uneven foods in half first to create a flat surface to rest against the cutting board.

First Aid

- A First Aid kit is available in the kitchen and it will be inspected on a quarterly basis.
- If you need a first aid responder, please ask at reception or press the emergency button in the kitchen.
- If the injury is severe, seek medical attention at the hospital or call 911.
- If any injuries occur during usage of the Teaching Kitchen, an Occupational Health & Safety Incident Report must be completed and a staff member must be made aware of the incident. The staff member then forwards the report to Human Resources. Blank Occupational Health & Safety Incident Reports can be found in the Teaching Kitchen binder.

Electrical Safety

- Make sure all electrical equipment is in good condition (e.g., no frayed leads or spliced cords).
- Avoid overloading outlets with too many appliances. Never plug in more than one high-wattage appliance at a time.
- Place electric cords where there is air circulating to prevent overheating and keep electrical cords away from radiators, space heaters, and other heat sources.
- When unplugging equipment pull on the plug, not the cord.
- Do not operate small appliances or run extension cords through high-traffic areas, under carpets or across doorways where they can be stepped on or chafed and never plug one extension cord into another.
- If electrical equipment malfunctions or gives off a strange odour, disconnect it and notify your contact Health Unit designate.

- Do not use electrical equipment in damp locations.
- Operating small appliances (e.g. slow cooker, coffee maker) should never be left unattended. They should be turned off and unplugged at the end of session or whenever the appliance is no longer needed.

Fire Safety

- Know where fire extinguishers are located (on the wall in the kitchen) and how to use them.
- Never store materials in front of fire extinguishers or obstruct access to fire extinguishers at any time.
- If a fire alarm sounds and if you have time, turn off all electrical appliances before leaving the building.
- Close the door to the Talon Room as you're leaving.
- Keep exits free from obstacles.
- Follow the Code Green evacuation plan shown on page 13 and exit the building.

Extinguishing a Fire

- If safe to do so and the fire is small, try to extinguish the fire.
- Protect yourself at all times.
- Keep your back to the exit at all times and stand 2 to 2.4 meters (6 to 8 feet) away from the fire.
- Remember the 4-step P.A.S.S. procedure when using a fire extinguisher:
 - Pull the pin located in the handle.
 - Aim the nozzle/hose at the base of the fire.
 - Squeeze or press the handle.
 - Sweep from side to side across the base of the fire.
- If the fire does not go out immediately or the extinguisher appears to be getting empty, leave the area at once and sound the alarm.
- Back out with the lever squeezed and the nozzle pointed at your feet. This will help protect you until you are out of the area.

Building Evacuation: Code Green

The types of incident that may lead to the evacuation of clients and staff from a facility include, but are not limited to:

- Fire (Code Red)
- Flood
- Structural damage / collapse
- Bomb threat (Code Black)
- Violent/Behavioral Situation (Code White)
- Toxic releases from an internal or an external source (Code Brown)
- Hostage Taking (Code Purple)
- Prolonged utility / power failure

Responsibilities

- Be familiar with the plan on the following page.
- Be aware of the building exits.
- Be aware of the alarm pull stations, their location, and the alarm type (electronic pulse/strobe).
- If using the teaching kitchen, know how to activate the kitchen fire suppression system.

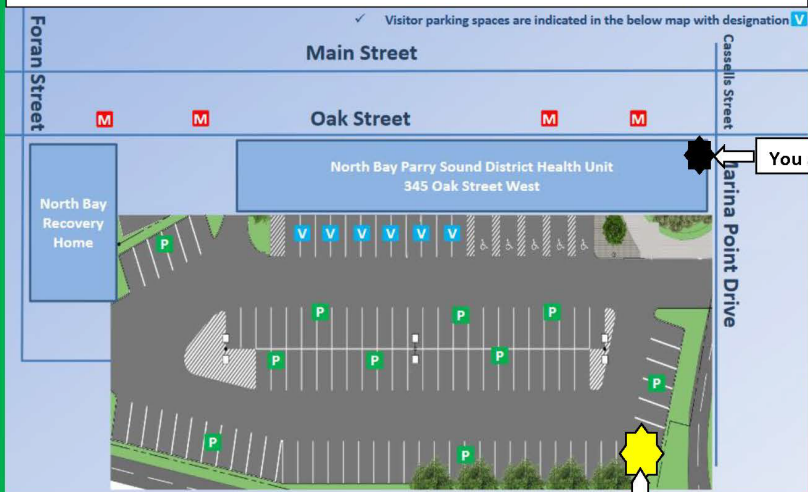
Code Green

**345 Oak Street
North Bay**

**ALARM SOUNDS
OR
AFTER CODE GREEN ANNOUNCEMENT**

- 1) Cease all work: **REMAIN CALM.**
- 2) Evacuate **IMMEDIATELY** through the nearest safe exit.
- 3) Proceed outside and clear of the building to primary rendezvous point at the southwest corner of the parking lot at the end of Cassells Street.
- 4) Help individuals requiring special assistance.
- 5) Do not attempt to remove any vehicles from the parking lot.
- 6) Obey all instructions of the Building Evacuation Coordinator and Emergency Services.

Re-Entering the Building
No one is allowed to re-enter the building until directed to do so by the Building Evacuation Coordinator



Rendezvous Point
-see Building Evacuation Coordinator
(look for the vest)